

2005 ON-LINE OPEN ENROLLMENT INSTRUCTIONS

The 2005 short plan year open enrollment runs from October 18 to November 6. Detailed 2005 plan descriptions, rates, and other important information to help you make your benefits choices are available at www.colorado.gov/dpa/dhr (under **Benefits**). A summary of your current benefits is included with this mailing. **Please review the summary of your current benefits before going further.** If the information with your summary is inaccurate, contact your benefits or payroll administrator. State personnel system employees with the University of Colorado **MUST** use CU's on-line system for open enrollment.

I have reviewed the summary of my current benefits and want to make no changes for 2005. Do I have to use the on-line system?

If you have no changes for the 2005 short plan year, you will be automatically re-enrolled in your current benefits plans, and you do not have to use the on-line system, unless:

- You participate in Medical or Dependent Care Flexible Spending Account, and you want to re-enroll for 2005.
- You participate in PacifiCare HMO (this plan is no longer available in 2005) and you want to continue medical coverage for the 2005 short plan year.
- You want to change your pre-tax or post-tax status (electing pre-tax status will lower your highest annual salary for PERA purposes).

These three exceptions are considered changes, and you **MUST** use the on-line system to make them. If none of these changes apply, your current coverages will be defaulted for the 2005 short plan year.

I want to make changes for the 2005 short plan year. How do I use the on-line system?

Remember that open enrollment is from October 18 to November 6. During this time, go to www.colorado.gov/dpa/dhr (under **Benefits**). Click on **2005 Open Enrollment**. You will be taken to a welcome screen. From this screen, click on **First Time Users** to begin the process. **Even if you enrolled using the on-line system last year, you must click First Time Users again this year.**

All fields below are required to create a user ID and password.

Social Security Number: (123-45-6789)
Company Key:
Date of Birth: (MM/DD/YYYY)

Fill in all of the fields on this page:

- Social Security Number (first time users must enter their SSN)
- Company Key: **soc** (use all lowercase letters)
- Date of Birth

You will then be prompted to create your own user ID and password. Once you have created your ID and password, you will use these to login to the system, so note them for future use. After you have logged in, you

will have access to the open enrollment homepage. From the open enrollment homepage, click **2005 Open Enrollment** to begin the process. Once inside the system, navigate using only the links within the system. **DO NOT** use your browser's navigation (e.g., the Forward or Back button).

☐ Step 1

- Basic Info

☐ Step 2

- Dependents

☐ Step 3

- Elections
 - Medical
 - Dental
 - LTD
 - Flex
 - Dep. Life
 - Vol. Life
 - Vol. Spouse Life

☐ Final Step

- Review
- Confirmation

Enrollment

Step 1 - Basic Information

First Name:	<input type="text"/>	*
Middle Initial:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Suffix:	<input type="text"/>	(Example: Jr., Sr.)
SSN:	<input type="text"/>	* (123-45-6789)
Date of Birth:	<input type="text"/>	* (MM/DD/YYYY)

The on-line system provides an intuitive, easy-to-use, step-by-step process. You will only have to make changes to the areas where you want changes. Click **Next** to continue through the system. After making all your necessary changes, you will have the opportunity to review your selections on a confirmation page. **Please print your confirmation as a record of your elections.**

If you have difficulties printing your confirmation, there is no printer available to print your confirmation, or you experience continued technical difficulties with the on-line system, please contact your benefits or payroll administrator.

RESOURCES FOR EMPLOYEES WITHOUT INTERNET ACCESS

Every State of Colorado public library provides free Internet access. Consult your phone book for the library nearest your location. In addition to public libraries, your department may have additional options available (check with your department's benefits office), and DPA has arranged the following options with the Colorado Community College System.

Colorado Community College System Classified Open Enrollment Locations Available October 18 – November 6, 2004

Agency	Address	Days Available	Times Available	Computers/Location
Colorado Community College System Office	9101 E. Lowry Blvd. Denver, CO 80230	Mon - Fri	8 am to 5 pm	HR Office/Room 158 9101 E. Lowry Blvd. Denver, CO 80230
Arapahoe Community College	5900 S. Santa Fe. Drive Littleton, CO 80160	Mon - Fri	8 am to 4 pm	Library 5900 So. Santa Fe. Littleton, CO 80160
Community College of Aurora	16000 E. Centre Tech Pkwy Aurora, CO 80011	Mon - Mon - Fri	9:30 am to 12 pm	HR Office, Room A207 16000 E. Centre Tech Pkwy Aurora, CO 80011
Community College of Denver	1111 W. Colfax Denver, CO 80217	Mon - Thur Fri Sat	8 am to 8 pm 8 am to 5 pm 8 am to 1 pm	Auraria Campus Auraria Tech Bldg. Computer Lab 1111 W. Colfax, Room 104 (across from the
Colorado Northwestern Community College - Craig	500 Kennedy Drive Rangely, CO 81648	Mon - Fri	8 am - 5 pm	Atrium 1 st Floor - ALAP - Room 200 500 College Drive Craig, CO 81625
Colorado Northwestern Community College -Rangely	500 Kennedy Drive Rangely, CO 81648	Mon - Fri	8 am - 5 pm	Library- McLaughlin Bldg. 500 Kennedy Drive Rangely, CO 81648
Front Range Community College - Westminster	3645 W. 112 th Ave. Westminster, CO 80031	Mon - Thurs Fri. Sat. Sun.	8 am to 9 pm 9 am to 5 pm 10 am to 5 pm 1 pm to 5 pm	College Hill Library 3705 W. 112 th Ave. Westminster, CO 80031
Front Range Community College - Larimer	4616 So. Shields Fort Collins, CO 80526	Mon.& Wed Tues & Thurs Fri & Sat. Sun.	4 pm to 8 pm 10 am to 1:30 pm 1 pm to 5 pm 1 pm to 5 pm	Harmony Library 4616 So. Shields Fort Collins, CO 80526 (Corner of Harmony &
Northeastern Junior College*	100 College Drive Sterling, CO 80751	Mon - Thurs. Fri Sun	7:30 am -9:50 pm 7:30 am -4:20 pm 4 pm - 7 :50 pm	Monahan Library 100 College Drive Sterling, CO 80751
Otero Junior College	1802 Colorado Ave. La Junta, CO 81050	Mon - Fri	8 am to 5 pm	Wheeler Hall Library 1802 Colorado Ave. La Junta, CO 81050
Pikes Peak Community College - Centennial **	5675 So. Academy Blvd Colorado Springs, CO	Mon - Thurs. Fri Sat. Sun	8 am to 10 pm 8am to 4 pm 10 am to 3 pm 1 pm to 4 pm	Centennial Campus - A300 5675 So. Academy Blvd. Colorado Springs, CO 80906
Pikes Peak Community College - Rampart Range**	11195 Hwy 83 Colorado Springs, CO	Mon - Thurs. Fri. Sat. Sun	8 am to 10 pm 8 am to 4 pm 10 am to 3 pm 1 pm to 4 pm	Rampart Range - E203 11195 Hwy 83 Colorado Springs, CO 80921
Pikes Peak Community College -	100 Pikes Peak Ave. Colorado Springs, CO	Mon - Thurs. Fri Sat.	8 am to 10 pm 8am to 4 pm 10 am to 3 pm	Downtown Studio - D152 100 Pikes Peak Ave. Colorado Springs, CO
Pueblo Community College	900 West Orman Ave. Pueblo, CO 81004	Mon. - Fri	8 am to 7 pm	Library Academic Bldg., 1 st Floor Pueblo, CO 81004
Red Rocks Community College	13300 W. 6 th Ave. Lakewood, CO 80228	Mon - Thurs Fri Sat	9 am to 8 pm 9 am to 4 pm 10 am to 2 pm	Library 13300 W. 6 th Ave. Lakewood, CO 80228
Trinidad State Junior College - Trinidad Campus	600 Prospect St. Trinidad, CO 81082	Mon - Thurs Fri Sat Sun	8 am to 9 pm 8 am to 5 pm 1 pm to 5 pm 5 pm to 9 pm	TSJC Campus Library 600 Prospect St. Trinidad, CO 81082
Trinidad State Junior College - Small Business Development Center	136 W. Main Trinidad, CO 81082	Mon - Fri	8 am to 5 pm	Small Business 136 W. Main Trinidad, CO

*\$1 Computer Usage Fee

**State ID Required